

Notes for department chairs/program coordinators meeting on Tuesday April 7, 2009

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Ryan Daniels, Lisa Sepa, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Jan Moore, Eric Engh, Carlton Atay, Joyce Yamada, Becky Speere, Chris Speere, Mike Albert, Cheryl Maeda, Ellen Hara, Laurie Kimura, Rosie Vierra, Kim Gray, Deandra Perry, Verna Kamakana, and Pat Adams. Guest: A.J. Ventura.

Book store

Information from bookstore manager A.J: Ventura:

- The bookstore thanks the departments for turning in book orders on time.
- The main UH system bookstore is working on implementing online textbook orders; A.J. will keep the college posted.
- The bookstore does not get involved in agreements that departments might make with publishers; A. J.'s goal is to purchase as many used books as possible to lower the price of the books to the students. (Some students tell him that they choose classes according to the costs of the textbooks.)
- The bookstore should be notified immediately when a new section or class is added and told how many books need to be ordered so that the order may be placed and received as quickly as possible
- Faculty are asked to order only books that will be used for the class. The book store is under strict deadlines for returning books to the publisher, and students have brought books back for refunds after the deadline, saying the book is not being used. (A.J. wants to be able to honor students' refund requests.)

A. J. also answered questions and requested that faculty and staff keep him informed of questions or concerns about the bookstore so that they can be addressed.

Action:

When necessary, Suzette will pay for delivery costs of books ordered for classes added at a late date.

Service Awards

Deandra Perry, Brad Duran, and Laurie Kimura were honored with Above and Beyond the Call of Duty service awards.

Advisor Committee

Becky Speere reported that most programs had been validated by their advisory committees as required by federal Carl Perkins guidelines. She distributed an Innovation Abstract on "Designing an Effective Advisory Committee" that program coordinators could use for informational purposes when recruiting or replacing advisory committee members.

Program Learning Outcomes

Diane reported that program learning outcomes and other information need to be posted on the web so that they can be easily located, perhaps under a section titled "Assessment."

Action:

Possibilities will be discussed with the webmaster.

Class schedules and catalog

In order to save money and paper, fewer copies of the class schedules and the catalog are being printed and more use will be made of the online versions and a CD of the catalog. The Fall 2009 Schedule of Classes (SOC) is now available; the 2009-2010 catalog is currently being edited.

Action:

Everyone will be encouraged to use the online version of the schedule and the catalog whenever possible.

Laptop initiative

Diane reported that a donor has given money to supply students with laptop computers. A committee is currently working out the details and will be assisted by Dr. Landry of Seton Hall University, where students have been issued laptops for 11 years.

Action:

In preparation for the meeting with Dr. Landry, faculty will be asked to answer 11 survey questions.

Position updates

The following progress was reported on filling positions:

Assistant Dean: edited and sent back to personnel.

English: being advertised; closes early May.

Sustainable Construction Technology: closed; will interview in next two weeks.

ITS: being worked on.

Electro-optics: rewriting MQ's.

Sustainable Science: description is being reviewed by STEM department.

AET program update

Suzette and Mark Hoffman presented the Applied Engineering Technology proposal to the Council of Chancellors, who indicated support. Plans are for John Morton to take the proposal to the Board of Regents April 16. If the proposal is supported, the college will send a sub-change to the WASC senior commission. Diane is working on the sub-change document.

American Recovery and Reinvestment Act of 2009

ARRA funds for Maui County will finance three programs: adult with \$90,386; youth with \$22,033; and dislocated worker with \$265,182. Money for the adult and dislocated worker programs must be spent by June 30, 2009; money for the youth programs can be used for summer employment.

The focus is on health care and green sustainability. Each college will send a representative for each of the working groups. Maui CC representatives are Nancy Johnson for the health care group and Carlton Atay for the sustainability group. The groups will discuss system and campus goals and create short and long term plans to build training capacity and make projects sustainable.

Budget information

Enrollment growth funds are expected to be available again next year; however, some salary savings will not be available, so course offerings and enrollment must be carefully monitored.

In a UHCC report, Maui CC showed the highest decrease in the system of low enrolled classes.

The needed additional supply money has been placed in department budgets; department chairs are to oversee the spending in a timely manner to meet business office deadlines.

Graduation update

Faculty are asked to nominate students for the Valedictorian and Regents awards.

Fifty seats will be saved for faculty to attend graduation ceremonies on May 17.

Graduation highlights: John Wilt will sing the National Anthem; the Maui CC chorus will perform; and former Governor Ben Cayetano will deliver the keynote address.

Senator Inouye visit

Senator Daniel Inouye will visit the campus on Monday, April 13 to observe the results of Rural Development Project-funded initiatives. Senator Inouye has been instrumental in securing funds for the state of Hawaii.

Summer school applications

Summer school registration begins April 13. As of today, the college has received 101 applications, compared to 75 last year.

Taro tasting

As part of the Key Ingredients activities, the agriculture program is hosting a taro tasting event to be held from 10 a.m.-1 p.m. on April 8. Everyone is invited.

Shanghai Normal University visit

Suzette reported that a group from Shanghai Normal University will visit the college in mid-May. A faculty exchange is planned, with Dean Louie teaching a food and beverage management class there in summer of 2009.

Pamantasan Conference

Appreciation was expressed for all of those who worked on the planning and implementation of the Pamantasan Conference held on campus on Friday. The conference featured workshops on history, culture, music, arts, leadership, and education as they relate to the Filipino community. Attendees and presenters came from across the state and from the Philippines.

Notes for department chair meeting on Tuesday, April 14, 2009

Present: Suzette Robinson, Diane Meyer, Mickey Helm, Eric Engh, Cyrilla Pascual, Bob Wehrman, Bruce Butler, Nancy Johnson, Mike Albert, Lisa Sepa, Kathy Fletcher, Brenda Pua, Marti Wukelic, and Pat Adams.

Discussion: New Student Orientations

Francine Ching presented information on the second year of the mandatory New Student Orientations (NSOs) for high school graduates entering Maui CC that will begin on Wednesday, April 15. Volunteers are needed to assist with power point presentations beginning at 2:30 p.m. in Pilina multi-purpose room and with student advising, beginning at 4 p.m. in TLC. The NSOs will continue on the same schedule on most Wednesdays throughout the summer.

Action:

Department chairs will encourage faculty to take part in the orientations.

Contract renewals

Contact renewals are due to Suzette from department chairs on Friday, April 17.

Lecturer recruitment

In an effort to establish a pool, Diane will put an advertisement for lecturers on the Maui CC web page and in Work at UH. Department chairs reviewed the ad.

Update on ATPs

Sustainable Science: the ATP has been sent to the STEM department for final approval.

Ocean Science: Frannie Coopersmith is taking the lead in developing the program with assistance from Dr. Judith Lemus, of the Hawai'i Institute of Marine Biology. A discussion is underway to change the name to one that would better serve the needs of the community, Ocean Studies. The program could be used to train K-12 teachers.

Status of program proposals

AET: Suzette and Mark Hoffman will take the AET proposal to the Board of Regents on Thursday, April 16. The presentation is scheduled “for information only.”

Cultural and Natural Resources: Ann Emmsley is taking the lead. The proposal was returned from the curriculum committee for further development and additional information.

Personnel update

Assistant Dean of Instruction: Position description has gone back to personnel

Instructional designer: Request is included in the new Perkins proposal.

Sustainable Science: Job description is being re-written.

Sustainable Construction Technology: Interviews are underway.

English: ad closes in early May.

ICS: Mark Hoffman is working on this.

Electro-optics: Mark will re-advertise for this position.

Perkins coordinator: Position will be converted from casual to temporary and advertised.

New Perkins Proposal

Suzette will take the new Perkins Proposal to the CTE deans on April 30. It contains requests for needed personnel in recruitment and retention, instructional design, assessment, supplemental tutoring, and transfer coordination.

Laptop initiative

Consultants Dr. Stephen Landry and Paul Fisher from Seton Hall University will visit April 20 and 21 to discuss the implementation of the laptop donation and how to build a sustainable computer infrastructure. Diane is constructing a schedule for campus-wide meetings and will distribute it to those affected. It is important that everyone fill out the survey that Suzette has sent out via email.

Business cards

Business card orders should be for not more than 50 to 100 for the time being.

Senator Inouye visit

The Pilina building Wellness Center was filled with students, faculty, and staff for Senator Inouye’s visit on Monday, April 13. The walls were covered with giant photos of the results of the Rural Development Project funding that the Senator has made possible. Students and others described outcomes and accomplishments to the Senator as he toured the photos. Projects so far have trained and/or assisted 27,762 people.

Mazie Hirono visit

Mazie Hirono is visiting the campus today to meet with Early Childhood faculty and staff and to discuss renewable energy initiatives with Maui CC and industry partners.

Evaluations of department chairs and program coordinators

Suzette reported that her secretary Liane will distribute department chair and program coordinator evaluation forms to secretaries, who will distribute them and then collate and type them. After the semester is over, Suzette will meet with those who have been evaluated.

Transcript evaluator

Mickey will bring samples of transcript evaluator position descriptions to the first department chair meeting in May.

Notes for department chair meeting on Tuesday, April 28, 2009

Present: Suzette Robinson, Diane Meyer, Mickey Helm, Eric Engh, Cyrilla Pascual, Bruce Butler, Nancy Johnson, Kathy Fletcher, and Pat Adams.

Flu pandemic emergency plans

Suzette reported on emergency plans being formulated in the case of a flu pandemic. Suzette will ask Denise to discuss the plans at the Academic Senate meeting on Friday.

Discussion: Full year schedule of classes

Plans were discussed to publish a full year schedule of classes, beginning in AY 2011-2012. This is being done successfully at Windward CC. A single printing for fall and spring semester would allow students an opportunity to better plan their classes in advance.

"Highly qualified" teachers

The DOE is requesting summer educational opportunities for teachers not considered "highly qualified" in certain areas, including math, science, and language arts. Suzette will be receiving further information on requests for classes.

Credit by exam

Mickey is requesting a list of courses that are available for credit by exam so that counselors will be able to advise students. Some programs, e.g., Allied Health, and some disciplines already offer opportunities for credit by exam.

Action: Department chairs will email Mickey lists of specific courses available for credit by exam.

Five-year curriculum review

The five-year curriculum review is coming up for a number of classes. Courses should be offered periodically or taken off the books. When a course is deleted, a reason should be given, e.g., changing industry standards.

Summer stipends

Department chairs will receive stipends during the summer in exchange for taking responsibility for various duties, including attending department chair meetings; keeping abreast of campus email; supervising clerical staff (or arranging for supervision); and being available to handle situations that may arise involving scheduling; enrollments;

class cuts or adds; budgets; book orders; hiring; handling faculty and student complaints; and assisting with New Student Orientations.

Eric, Kathy, and Nancy will be available all summer; Bruce will be away periodically but will stay in touch via email; Cyrilla will be away May 20 to the second week of June; Diane will be away the middle of July until August 3; Suzette will be away June 13-27.

Action: Department chairs will encourage faculty to take part in the New Student Orientations scheduled for most Wednesdays through the summer.